



### **Checking the status of your application for licensure using the Minnesota Board of Nursing's website**

If you have submitted an application for licensure by examination or licensure by endorsement to the Minnesota Board of Nursing, you can use the Board's Online Services website to check the status of your application. To do so, you will need to set up an online services account, and then log in using the password that you create when you set up your account.

#### **To set up your account:**

1. Go to <http://mn.gov/health-licensing-boards/nursing/>
2. Click on Online Services (blue button on lower right side of homepage)
3. On the Log In page, click the link that says **New Users Register Here!**
4. On the User Type page, select "Applicant" and click next.
5. Enter your social security number, first name, and last name. (If you do not have a U.S. social security number, check "I do not have a US social security number"). Click Next.
6. The next page displays your name and the email address that we have on file for you.
  - a. Select one of the three security questions and enter the answer. If you forget your password, providing the correct answer to this question will allow your password to be sent to the email account listed on this page.
  - b. Enter a password that is between 5 and 20 characters in length.
  - c. Re-enter the password to confirm it. Click Next.
7. On the Confirmation page, click Finish to return to the Log-In page.

#### **To check the status of your application:**

1. On the Log In page, select the "Applicant" button and enter your social security number, first name, and last name. (If you did not enter your social security number when creating your password, you will be asked for your date of birth instead.)
2. The next page that you see will display your personal information. On the right side of the screen, under "Application Status", you will see a link that says either "Open Licensure by Exam" or "Open Endorsement." Click the link to see your application status.
3. The status of your application will be displayed.
  - a. If a specific activity related to your application has occurred, or we have received documentation to support your application, the date that the activity occurred or the date that we received the information will be displayed.
  - b. If an activity has not yet occurred, or we are awaiting documentation, no date will be displayed.

#### **Please note:**

- Your application must be active in our database to create an account. Applications are active by 7:30 am (Central Time) on each business day, and include all open applications received by 6:00 am on that day.
- If you are licensed as an LPN in Minnesota, and you are applying for an RN license, you need to register as an Applicant to check the status of your RN application.